

NOTICE: Preparing for 2017 License Renewals – For Educators not served by Local or Regional Standards Board

The Licensing Office is preparing to release 2017 renewal applications which is scheduled to take place January 9, 2017. This notice is for educators that will be renewing their Level I, Level II, or Retired license directly through the Agency of Education. Please read through the following information carefully as you prepare for your renewal.

1. **High Priority!** Educators must renew their license using the [Vermont Online Licensing System for Educators](#). To help facilitate the Agency's service to you, it is **important for you** to update your personal information in the online system anytime it changes.

- **Registering in the online system:** To register and/or check and update your information go to the [Vermont Online Licensing System for Educators](#). Please include an **email address that you check frequently as your preferred email**. (The email address on record will be used to **send renewal notification** and **communicate information about your application** as it is processed beginning with an email receipt verifying the Agency has received your application.)
- **Employment:** You must complete the employment section. NOTE: For the position you currently hold, do not put an end date if you will be returning to that school in the 2017-18 school year.

2. Professional Learning requirement

- **Level I renewal:** Professional learning through completion of a minimum of three (3) credits or 45 hours in the endorsement area. At least one (1) credit or 15 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the three (3) years preceding renewal of the Level I Professional Educator's License in each endorsement area.
- **Level II renewal:** Professional learning through completion of a minimum of nine (9) credits or 135 hours in the endorsement area. Professional Learning may apply to more than one endorsement if applicable, however, at least three (3) credits or 45 hours must address the specific knowledge and performance standards of the endorsement(s) being renewed and must occur within the seven (7) years preceding renewal of the Level II Educator License in each endorsement area. Professional learning will be verified in accordance with Standards Board policy by the Licensing Office who will determine the applicability of the professional learning activities.
- **Retired Educator License:** Documentation showing completion of three (3) credits or 45 hours of professional learning completed within the preceding three (3) years, with at least one (1)

credit or 15 hours must address the specific knowledge and performance standards in each endorsement of the endorsement(s) being renewed. (NOTE: Educators renewing a Retired Educator License must also submit verification that they are receiving a retirement allowance from his/her service as an educator.)

3. Self-Assessment: If practicing in an endorsement area, documentation of a self-assessment in relation to the Core Teaching Standards and Progressions or the Core Leadership Standards. The self-assessment and verification form can be found on the [Vermont Agency of Education website](#). The verification form must be uploaded into the renewal application before submitting to the Agency.

4. Additional Requirements: Endorsements that have **additional requirements** that must be verified for renewal

- Physical Education: Current certification in First Aid and CPR-AED
- Health: Current certification in CPR-AED
- Driver Education: A certified Department of Motor Vehicle copy of the educator's [COMPLETE Driver's License History](#)
- School Nurses: A current Vermont RN License, First Aid, and CPR-AED
- Speech Language Pathologists: A current Vermont clinical SLP License

5. Criminal Record Check: If you are not currently working in a VT PreK-12 Public, Approved or Independent School, you will need to have another Criminal Record Check completed regardless of any previous CRC reports the AOE had(s) on file. (Contained within your license application itself)

At this time, 2017 renewals have not been released. You can prepare for your renewal by

- Completing required professional learning for your renewal.
- Collect verification(s) for the professional learning you have completed
- Completing the self-assessment and verification form if you are currently teaching under the endorsement you are renewing.
- Completing additional requirements as noted by the endorsements you are renewing.
- Planning to complete Criminal Record Check process if you have not done so. The Criminal Record Check application can be accessed when you begin your renewal application.

Important Renewal Information:

- The Licensing Office only accepts complete applications. Please make sure you have uploaded all required materials before submitting your application to the Agency. Incomplete applications may be closed unapproved. The processing fee will not be refunded.
- Per the *Rules Governing the Licensing of Educators and the Preparation of Educational Professional* all educators are now required to complete a self-assessment if practicing under the endorsement they hold.
- Educator Licensing Fees
 - Non-refundable processing fee = \$50.00 for all applications
 - License fee
 - Level I = \$150
 - Level II = \$250

- Retired = \$250
- Transition fee = \$50 (transition endorsement to current Level II license)
- Print License Fee = \$10.00 per license (For a formal Level I and Level II, the fee would be \$20.00)
- If applicable, Criminal Record Check Fee = \$16.50

Resource: [Vermont Relicensing Process: A Handbook for Educators](#) (See resource list)